Mileage Summary Training

"Mileage Summary" is the area in IBUS where users report categorized reimbursable and non-reimbursable bus mileage for the reimbursement claim.

<mark>***Due September 1, 2015***</mark>

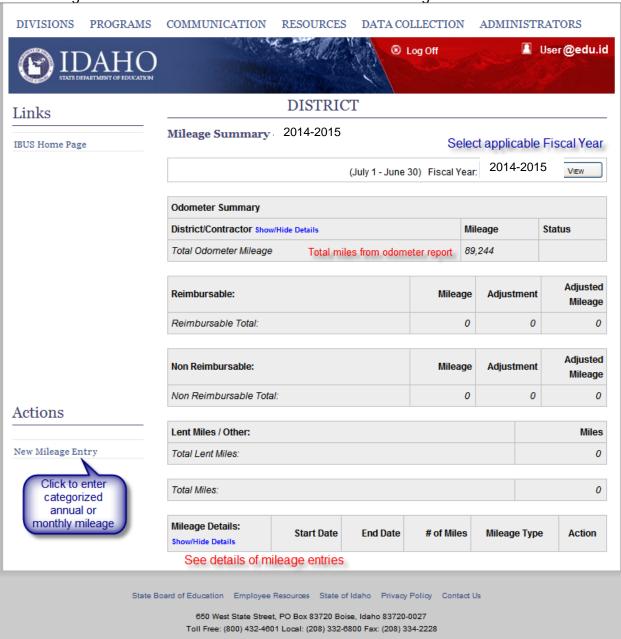<mark>Needs to be completed before completing reimbursement claim</mark>

MILEAGE SUMMARY

- **Report Mileage for Reimbursement Claim**
  - **Reimbursable and Non-Reimbursable Miles**
  - **Borrowed or Lent Miles**

- **Non-Conforming Vehicle Student Mileage**
  - **District-owned van, coach bus, yellow bus not part of SDE inventory report**

Mileage Summary Training

Log-in to IBUS to access your district's home page. At this location, select Mileage Summary to access the claim form mileage summary report.

Printed or electronic copies of this document may be obsolete. The current version resides at http://www.sde.idaho.gov/site/transportation/. Before using a copy for work direction, verify that it is current by comparing version date to that shown in the online version. Revision Date: 07/01/2015

This link will lead to the main Mileage Summary screen. This area provides an overview of mileage entries for the selected fiscal year. Select "New Mileage Entry" to enter categorized reimbursable and non-reimbursable mileage.

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Enter each mileage on the New Mileage Entry screen. Mileage type options include: Shuttle Trips (R), Summer Programs (R), To/From School (R), Unique To/From School (R), Extracurricular/Activities (NR), Field Trips (NR), Other (NR), Shuttle Trips (NR), Summer Programs (NR), To/From School (NR), and Unique To/From School (NR)

Report the type of mileage during a time frame of the applicable fiscal year.

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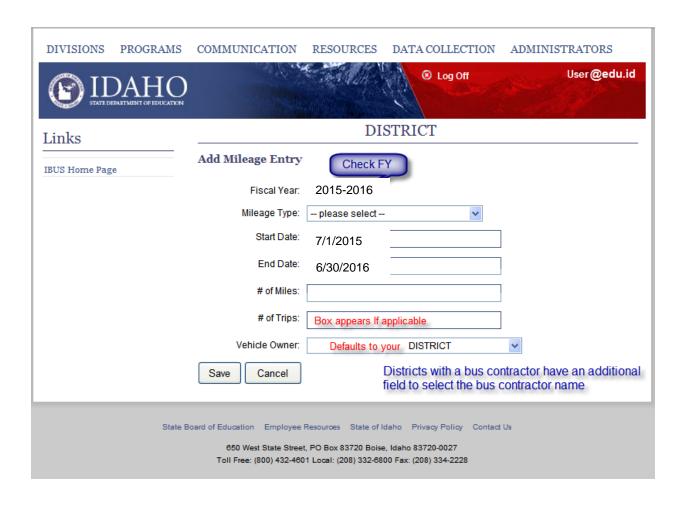
If you borrow a bus from another school district, enter the borrowed mileage on the Add Mileage Entry screen.
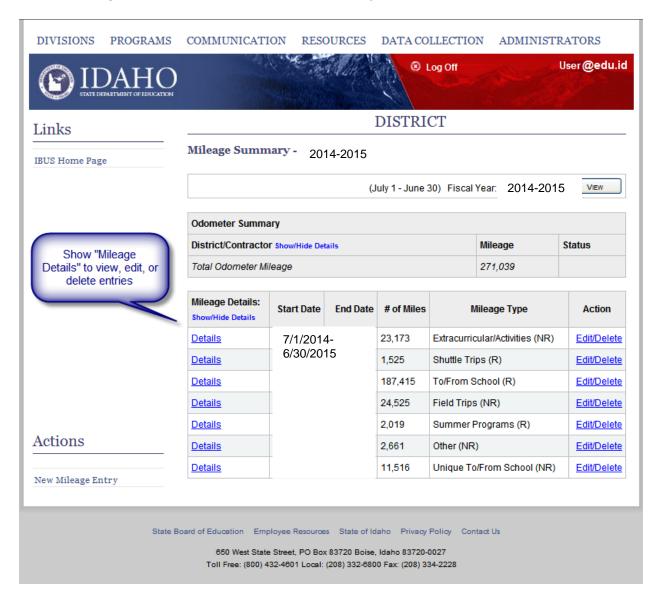
Vehicle Owner defaults to your school district. Click the drop-down bar to select the school district that you borrowed the bus from. This will add the mileage to your claim form and subtract miles from the lending district.

For the 2014-2015 school year enter one mileage entry for each type of miles to encompass a 7/1/2014 to 6/30/2015 date range. ==If districts would like to begin tracking categorized mileage on a monthly basis for the claim form, add a mileage entry each month for each type of miles.==

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Once a mileage entry is saved the system directs users back to the <u>Mileage Summary</u> screen. At the bottom of the screen under Mileage Details, click "Show/Hide Details" to see all mileage entries or to edit or delete an entry.

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Review the <u>Mileage Summary</u> screen once all mileage entries are saved. The "Total Odometer Mileage" should match the "Total Miles" reported in the mileage summary. Click on "Show/Hide Details" to view total categorized Reimbursable or Non-Reimbursable mileage claimed.

DISTRICT

Links

IBUS Home Page

Mileage Summary - 2014-2015

(July 1 - June 30) Fiscal Year: 2014-2015 [VIEW]

Odometer Summary

District/Contractor Show/Hide Details	Mileage	Status
Total Odometer Mileage	*271,039*	

Reimbursable: Show/Hide Details	Mileage	Adjustment	Adjusted Mileage
Shuttle Trips (R)	1,525	0	1,525
Summer Programs (R)	2,019	0	2,019
To/From School (R)	187,415	0	187,415
Reimbursable Total:	*190,959*	*0*	*190,959*

> Summary of total miles entered as Reimbursable and Non-Reimbursable

Actions

New Mileage Entry

Non Reimbursable: Show/Hide Details	Mileage	Adjustment	Adjusted Mileage
Extracurricular/Activities (NR)	23,173	0	23,173
Field Trips (NR)	24,525	0	24,525
Other (NR)	2,661	0	2,661
Unique To/From School (NR)	11,516	0	11,516
Non Reimbursable Total:	*61,875*	*0*	*61,875*

Lent Miles / Other:	Miles
Total Lent Miles:	*0*

Total Miles:	252,834

Mileage Details: Show/Hide Details	Start Date	End Date	# of Miles	Mileage Type	Action

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